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23 March 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
23 March 1967

1. In-House Course in Systems Analysis

25X1A [REDACTED] has presented a modified proposal for an in-house course in systems analysis. The first proposal was considered by the Agency's ADP committee (informal) as duplicating in part the in-house ADP Orientation. The modified proposal reduces the recommended program from 5 to 3 days, deletes most of the overlapping material, and reduces the cost of development and presentation from \$1,900 to \$3,000. The new proposal will be coordinated with the requesters [REDACTED]

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25X1A9a [REDACTED]  
and if approved we will begin the contracting procedure.

2. Incentive Contracting Course

Two weeks ago we mentioned the Incentive Contracting Course arranged for the DDS&T which will begin on 29 March. To date 24 enrollments have been processed, two of which have been from the Office of Logistics. It should be noted that several of the enrollments from the DDS&T are Logistics careerists.

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25X1A9a 3. Selected Placements in External Training

25X1A9a A. Brookings Institution -- [REDACTED] DDS&T, has been accepted by Brookings for the 2 April Conference for Federal Executives on Business Operations.

25X1A9a B. NIPA -- [REDACTED] OCS, [REDACTED] OCI, and [REDACTED] DDS, have been accepted for 1967 NIPA awards at Stanford University, Indiana University, and Cornell University respectively.

25X1A9a C. National War College -- [REDACTED] OC, [REDACTED] ONE, [REDACTED] FI, and [REDACTED] OSI, have been accepted for the National War College.

25X1A9a D. Army War College -- [REDACTED] ODP/AF, has been accepted by the Army War College.

4. Brookings Institution Conference for Business Executives

The third in a series of visitations to Headquarters by participants in the Brookings Institution Conference for Business Executives on Federal Government Operations took place on 10 March. It seemed to go as well as the preceding two. The next visit is scheduled for 14 April.

5. JCS/DIA Orientation

Approximately 50 senior officers and civilians coming to the 28-29 March 67 JCS/DIA Orientation at Headquarters will be welcomed by Colonel White. He has agreed to brief the visitors on the Agency's overall mission and functions. An invitation has been sent to the Director asking him to make the closing remarks. The four major components will be covered by Messrs. Bannerman, Duckett, [REDACTED] and

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25X1A9a Smith (or Proctor). In addition to other briefings by other Agency officials, [REDACTED] will update the visitors regarding the current situation in Vietnam.

6. Introduction to Intelligence Course

The Introduction to Intelligence phase of the Intelligence Orientation #89 ended 24 February with seventy-eight students completing the course. This was the largest class since the course was moved from the old R & S Building.

7. CT Requirements

We have asked the Director of Personnel to validate CT requirements. A copy of our memo is attached.

8. External Briefings

25X1X7 During this reporting period the following non-Agency briefings were given: a) Ambassador David S. King, new Chief of Mission to the Malagasy Republic, on the Agency's overall mission and functions; b) [REDACTED] on the general mission and functions of the CIA; c) 40 AID personnel on the Agency's mission and functions, both at Headquarters and overseas.

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/s/  
John Richardson  
John Richardson  
Director of Training

Atts

1. OTR Attendance
2. Memo "Validation of CT Requirements"